

## MARCH 2016

Mon	Tue	Wed	Thu	Fri
	<b>1</b> *Ethics— E240.156 8:30am-11:30am MRB- TF -	<b>2</b> Dealing with Difficult People — E303.005 9:00am-12:00pm; HR- LM	<b>3</b> Communication Strategies ( <b>Certificate Course</b> )— E261.008 8:30am-11:30am; MRB- TF	<b>4</b> Time Management— E290.041 9:00am-12:00pm HR- LM
<b>7</b>	<b>8</b> *Sexual Harassment Awareness— E220.153 8:30am-11:30am HR- TF	<b>9</b> *****New Class***** Microsoft Publisher 2010: Beginners— E178.003 9:00am-12:00pm HR- LM	<b>10</b> Fundamentals of Computer Basics-- Word 2010 ( <b>Certificate Course</b> )— E163.215 9:00am-12:00pm; HR- LM	<b>11</b>
<b>14</b> Understanding Basic Safety— E231.010 1:00pm-3:00pm HR- JM	<b>15</b> *Multicultural Awareness—E210.154 9:00am-12:00pm MRB- LM	<b>16</b> Supervisor Documentation— S281.008 8:30am-11:30am HR- TF	<b>17</b> *Customer Service— E285.161 9:00am-12:00pm; MRB- LM <hr/> Understanding Your Communication Style ( <b>Certificate Course</b> )— E252.118; 1:00pm-4:00pm; HR- TF	<b>18</b>
<b>21</b>	<b>22</b>	<b>23</b> Fundamentals of Computer Basics— <b>Excel 2010 (Certificate Course)</b> E175.018 9:00am-3:00pm; HR- LM (Note: Lunch from 12-1pm) <hr/> <b>Communication Skills for the Work- place (Certificate Course)—E268.011</b> 8:30am -11:30am; MRB- TF	<b>24</b> Fundamentals of Computer Basics— PowerPoint 2010 ( <b>Certificate Course</b> )—E167.063 9:00am-12:00pm; HR- LM <hr/> *Violence in the Workplace—E230.138 8:30am-11:30am; MRB- TF	<b>25</b>
<b>28</b>	<b>29</b> The Successful Supervisor— S101.023 8:30am-11:30am; HR- TF	<b>30</b> Valuing Generations EE215.202 8:30am-11:30am; HR- TF	<b>31</b> Performance Evaluations (supervisors only)— S360.027 9:00am-12:00pm; HR- LM	

Theresa Ferguson – Pink  
Josh Mitchener -- Green  
Elizabeth Manns – Blue  
Sonya Burley – Purple

MRB = Meeting Room B, 373 S. High St, 25<sup>th</sup> FL  
HR = HR Training Room, 373 S. High St, 25<sup>th</sup> FL

Franklin County Department of Human Resources - Office of Learning and Staff Development **course offerings for**

**APRIL 2016**

Mon	Tue	Wed	Thu	Fri
<p>4</p> <p><b>*Ethics— E240.158</b>  <b>1:00pm—4:00pm</b>  <b>HR- LM</b></p>	<p>5</p> <p>Supervisor Spotlight:  Improving Employee Morale—  S283.123  8:30am-11:30am; MRB- <b>TF</b></p>	<p>6</p> <p>Microsoft 2010 Excel—  Intermediate—  E163.011  9:00am-12:00pm  HR- <b>LM</b></p>	<p>7</p> <p><b>*Sexual Harassment Awareness—E220.154</b>  <b>8:30am-11:30am</b>  <b>MRB- TF</b></p> <hr/> <p>Fundamentals of Computer Basics- Outlook 2010 (<b>Certificate Course</b>)— E174.012  9:00am-12:00pm; HR- <b>LM</b></p>	<p>8</p>
<p>11</p> <p>Making Your Benefits Work for You— E316.052  1:00pm-3:30pm  HR- <b>SB</b></p>	<p>12</p> <p>Assert Yourself: Building Assertive Communication Skills— E258.010  8:30am-11:30am  HR- <b>TF</b></p>	<p>13</p> <p>Progressive Discipline (supervisor only)— S340.031  9:00am-12:00pm  HR- <b>LM</b></p>	<p>14</p> <p><b>*Multicultural Awareness—E210.155</b>  <b>9:00am-12:00pm</b>  <b>HR- LM</b></p>	<p>15</p> <p>Can We Talk? Improving Communication (<b>Certificate Course</b>)— E250.048  8:30am-11:30am  HR- <b>TF</b></p>
<p>18</p> <p>Understanding Basic Safety— E231.011  1:00pm-3:00pm  HR- <b>JM</b></p>	<p>19</p> <p><b>*Ethics— E240.157</b>  <b>8:30am-11:30am</b>  <b>MRB- TF</b></p>	<p>20</p> <p>Fundamentals of Computer Basics—Excel 2010 (<b>Certificate Course</b>)— E175.019  9:00am-3:00pm; HR- <b>LM</b>  <b>(Note: Lunch from 12-1pm)</b></p>	<p>21</p> <p><b>*Customer Service—E285.162</b>  <b>8:30am-11:30am; MRB- TF</b></p> <hr/> <p>Fundamentals of Computer Basics- Word 2010 (<b>Certificate Course</b>)— E163.216  9:00am-12:00pm; HR- <b>LM</b></p>	<p>22</p>
<p>25</p> <p>Making Your Benefits Work for You— E316.053  1:00pm-3:30pm  HR- <b>SB</b></p>	<p>26</p> <p>Peer Today, Boss Tomorrow —S150.022  8:30am-11:30am  HR- <b>TF</b></p>	<p>27</p> <p><b>*****New Class*****</b>  Workplace Etiquette 101— E464.002  8:30am-11:30am; HR- <b>TF</b></p>	<p>28</p> <p><b>*Violence in the Workplace—E230.139</b>  <b>9:00am-12:00pm</b>  <b>HR- LM</b></p>	<p>29</p> <p>Stop the Drama and Do the Work—S500.0156  9:00am-12:00pm; HR- <b>LM</b></p>
<p>Theresa Ferguson – Pink  Elizabeth Manns – Blue  Sonya Burley – Purple  <b>*Core Class- Note: Franklin County Board of Commissioners Employees are encouraged to complete these classes by the end of their probation period.</b></p>			<p>Josh Mitchener -- Green  MRB = Meeting Room B, 373 S. High St, 25<sup>th</sup> FL  HR = HR Training Room, 373 S. High St, 25<sup>th</sup> FL</p> 	